

AFC/HFA DIVISION CRIMINAL HISTORY WORKSHEET

() Original

() Renewal

Facility Name: _____ Lic.# _____ Date of Review: _____

		Name:			
Start date of employment, contract or clinical privilege:					
Requirements of: AFC-- MCL 400.734a Effective 8/1/2004 HFA—MCL 333.20173 Effective 5/10/2002*					
400.734a (1)(a)(b)(c) 333.20173(1)(a)(b)	Shall not employ, independently contracted with, or for HFA only provide clinical privileges, person that provide direct services to residents if have specified convictions.				
400.734a (2) 333.20173 (2)	Exempt hired before 8/01/04 AFC or 5/10/02 HFA <u>or</u> (2) Must comply with (4), (5), or (6) before employing, contracting with or granting clinical privileges.				
400.734a (3) 333.20173 (3)	If MSP check completed within previous 24 months of hire or contract and obtained from adult foster care, health facility or agency.*				
400.734a (4) 333.20173 (4)	Requested MSP check and obtained written statement of Michigan residency 3+ years				
400.734a (5) AFC Homes for 7 or more	Requested FBI fingerprint check if Michigan resident less than 3 years preceding good faith offer of employment/contract.				
400.734a (6) AFC Homes for 6 or less	Requested check from all states resided in within last 5 years, if Michigan resident less than 3 years.				
333.20173 (5)	Requested FBI fingerprint check if Michigan resident less than 3 years preceding good faith offer of employment/contract.*				
400.734a (7) 333.20173 (6)	May employ/contract/grant clinical privileges before <u>completed</u> check if:*				
400.734a (7)(a) 333.20173 (6)(a)	(a) Criminal History Check was requested and,				
400.734a (7)(b) 333.20173(6)(b)	(b) Signed written statement that:				
	(i) No convictions listed in 400.734a (1) (a) & (b) or 333.20173 (1) (a & b) within applicable time period.				
	(ii) Agreement that if statement re: convictions not correct, employment/contract will be terminated unless information proved incorrect*				
	(iii) He or she understands the conditions described in subparagraphs (i)(ii)				
400.734a(12) 333.20173(11)	All employees/independent contracts and HFA only have clinical privileges, agree in writing to immediately report arrests and/or convictions.*				

***For HFA ONLY:** MCL 333.20173 In addition to individuals they employ and independently contract with, this also applies to individuals that HFA's grant clinical privileges.